

Visit Pensacola

Job Description for Accounting Manager

Job Title: Accounting Manager
Reports To: President/CEO
Department: Finance
Status: Salary Exempt, Full Time, VP Office

Summary: Manage financial duties related to Visit Pensacola, Inc. Establishes financial status by, analyzing, verifying, and reporting financial information; to Visit Pensacola Finance Committees, Board, and the President/CEO.

Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Verify and reconcile contracts, orders, and estimates to prepare reports to validate check requests from vendors.
- Substantiates financial requests from vendors by auditing documents.
- Monitor compliance with generally accepted accounting principles and company procedures.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Standard journal entries.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Maintains accounting controls by following and recommending policies and procedures.
- Maintains financial security by following internal controls.
- Reconcile CRM with accounting department monthly.
- Monthly summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Performs and prepares all reports and payroll functions.
- Compiles all backup as well as audit all expenses related to submission to Escambia County Clerk of the Court.
- Performs all month-end general ledger entries, closings, and Balance Sheet reconciliations.
- Assist board, Committee members, and Staff with budget and budget process.
- Prepare work and comply with Auditors.
- Organizes and record all on-site human resources documentation, new employee forms, benefits application forms, termination forms, and disciplinary forms.
- Pay State Sales Tax monthly.
- Hard worker, team player, problem solver, flexible, people person, self-starter, initiative, strong communication skills.

- Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Career Ladder: This position could lead to Director of Finance position.

Performance Measures:

- Clean audits
- Timely and error free monthly submissions to County
- Manage cash flow.
- Timely and accurate presentation of monthly reports.
- Timely and accurate balance sheet reconciliations.
- Maximize actuals to budgeted numbers.
- Maximize dollars spent for running the DMO smartly and efficiently.
- Prepare budgets timely and accurately.
- Report actuals to budget to staff and leadership timely
- Payroll functions preformed accurately and timely.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase

productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from an accredited four-year College or university in Accounting or Finance.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual must have knowledge of Micro Soft Office products, Excel, and Word Processing, along with competency in QuickBooks.

Certificates and Licenses:

No certifications needed.

Supervisory Responsibilities:

This job has no supervisory responsibilities at the current time but could include supervisor responsibilities for the Staff Accountant position when hired.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, feel; reach with hands and arms, talk, and hear.